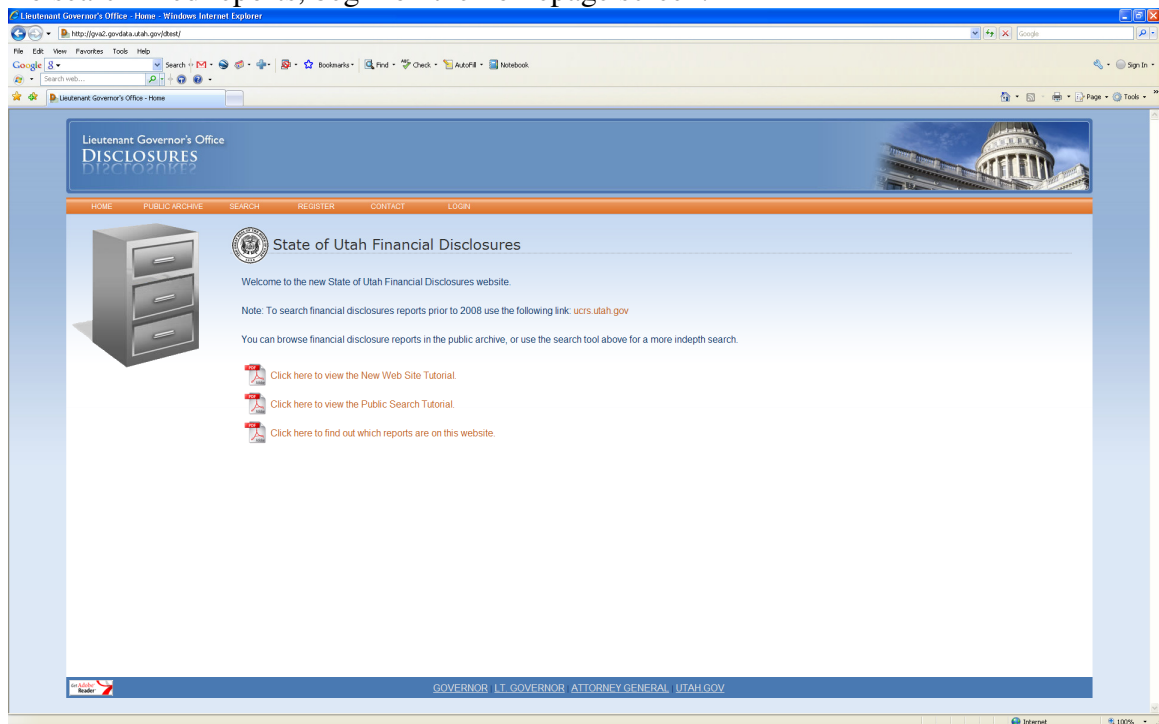


# Public Search Tutorial

\*\*\*The new disclosure system works with Windows Internet Explorer, Firefox, Safari and Adobe 8 or higher.

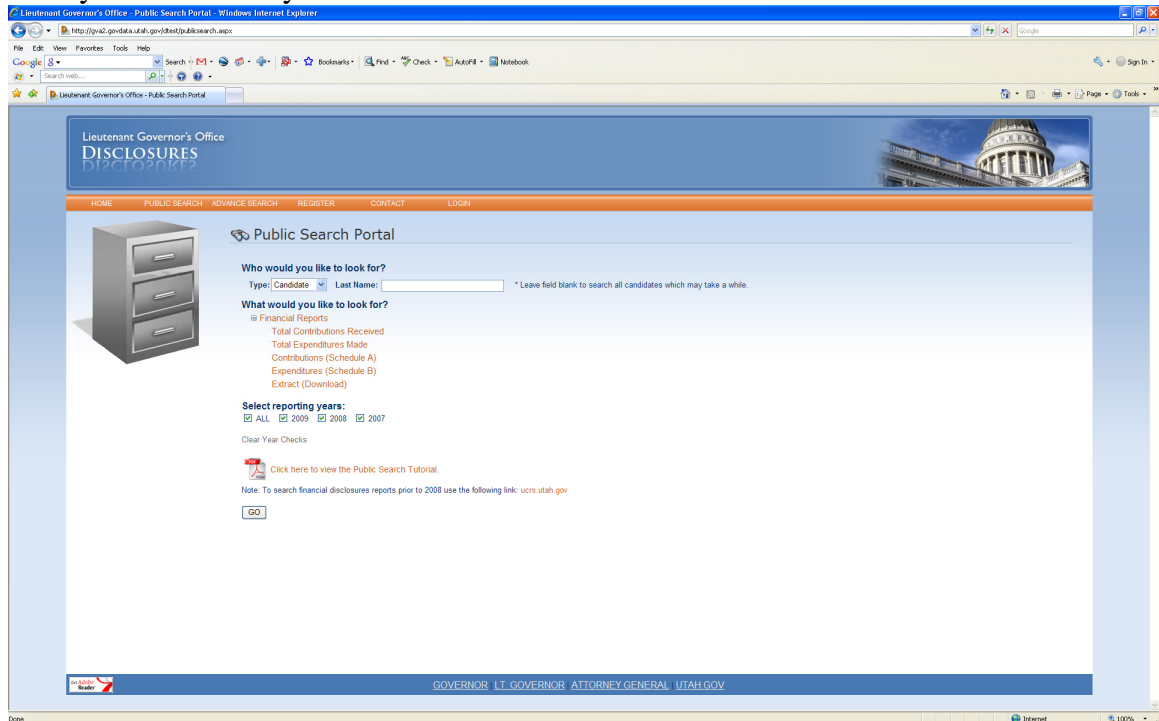
To search filed reports, begin on the homepage screen:



Click on the "ADVANCED SEARCH" button:



The system will take you to a screen that looks like this:



Before searching you must first select who and what you would like to search for:

By either clicking on the “total contributions received” or “total expenditures made” you can search individual candidates or entities. This section will allow you to find all reports that fall within a certain monetary amount threshold, which you will designate.



The search screen will appear as the one above.

In the first field you will choose what to look for (candidate, PIC, PAC, Corp or Party) from a drop down menu. Then type in the candidate or entities name you wish to search for. A drop down menu will appear for you to select from.

Next you will instruct the system to look for reports for that candidate or entity with any expenditures or contributions either greater than or less than a certain amount. If you wish to see all reports, set the amount to \$0.

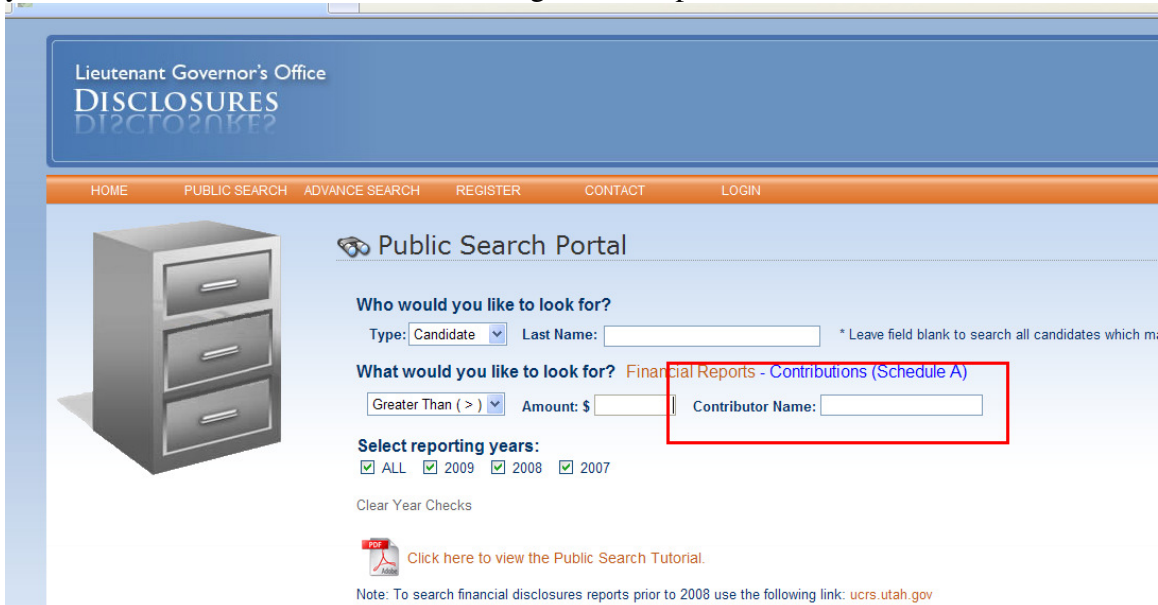
Finally, you will select which years to search in. By default all boxes are selected.

Results will appear below. All files are in a .pdf format.



The screenshot shows the search results page of the Public Search Portal. On the left is a graphic of a filing cabinet. The main content area has a light blue background. At the top, it asks "Who would you like to look for?" with a dropdown menu set to "Candidate" and a text field containing "doe". Below this, it asks "What would you like to look for?" with two options: "Financial Reports" (highlighted in orange) and "Total Contributions Received" (in blue). Underneath, there's a dropdown for "Greater Than (>)" and a text field for "Amount: \$". The "Select reporting years:" section shows four checkboxes: "ALL", "2009", "2008", and "2007", all of which are checked. A "Clear Year Checks" link is below. A PDF icon and a link "Click here to view the Public Search Tutorial." are present. A note states: "Note: To search financial disclosures reports prior to 2008 use the following link: [ucrs.utah.gov](http://ucrs.utah.gov)". A "GO" button is at the bottom left. The search results are displayed in a red-bordered box: a PDF icon followed by the text "doe, john / 2008 - Year End / \$372.29". Below the results, it says "Your search returned a total of 1 hit. ( in 0.515 mS )".

Using the “contributions (schedule A)” or “expenditures (schedule B)” options will allow you to search for individual donors throughout all reports.



The screenshot shows the search form of the Public Search Portal. At the top, it says "Lieutenant Governor's Office DISCLOSURES DIRECTORY". Below this is a navigation bar with links: "HOME", "PUBLIC SEARCH", "ADVANCE SEARCH", "REGISTER", "CONTACT", and "LOGIN". The main content area has a light blue background. On the left is a graphic of a filing cabinet. The search form asks "Who would you like to look for?" with a dropdown menu set to "Candidate" and a text field. Below this, it asks "What would you like to look for?" with two options: "Financial Reports" (highlighted in orange) and "Contributions (Schedule A)" (highlighted in blue). Underneath, there's a dropdown for "Greater Than (>)" and a text field for "Amount: \$". To the right of the "Amount" field is a text field for "Contributor Name:". The "Select reporting years:" section shows four checkboxes: "ALL", "2009", "2008", and "2007", all of which are checked. A "Clear Year Checks" link is below. A PDF icon and a link "Click here to view the Public Search Tutorial." are present. A note states: "Note: To search financial disclosures reports prior to 2008 use the following link: [ucrs.utah.gov](http://ucrs.utah.gov)".

You may use the “Extract (download)” feature to obtain an excel spreadsheets which you can save to your computer of the year long summary reports for candidates or entities.

**Here are the reports you will find in [www.disclosures.utah.gov](http://www.disclosures.utah.gov):**

### **Candidate/Officeholder**

[www.disclosures.utah.gov](http://www.disclosures.utah.gov) contains all 2008 candidates/officeholders’ reports, if they had activity in the 2008 election cycle.

Senators and State School Board Members elected in 2006 had all of their election cycle reports from 2006, 2007, and 2008 transferred to [www.disclosures.utah.gov](http://www.disclosures.utah.gov).

### **PIC/PAC/Corporation**

[www.disclosures.utah.gov](http://www.disclosures.utah.gov) contains all reports and transactions on or after 1/1/2008.

### **Political Party**

[www.disclosures.utah.gov](http://www.disclosures.utah.gov) contains all reports and transactions on or after 1/1/2007.